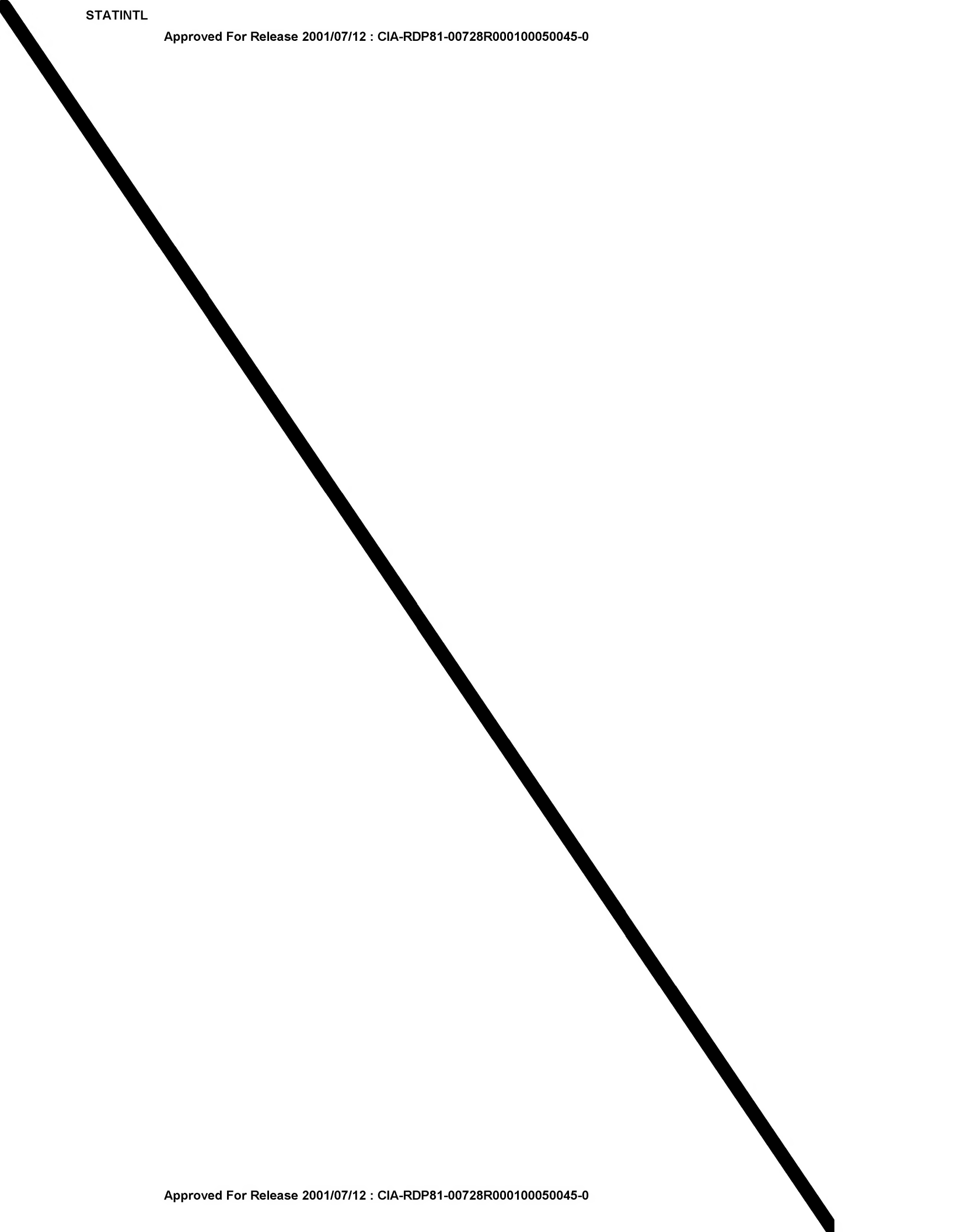


RESTRICTED



CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER

GROUP HOSPITALIZATION

Reference: CIG Administrative

STATINTL

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.

STATINTL

2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.

3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]
Colonel, AGD
Executive for Personnel and Administration

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 5 December 1946

FROM : Chief, Finance Division

SUBJECT: Proposed Procedure Issuances

Attached hereto is the original and one copy of two proposed Administrative Orders, one entitled "Group Hospitalization" and the other entitled "Maternity Leave". The signatures of the officials who have approved these proposed orders are on the reverse side of the original drafts.

Will you kindly review and if you consider these drafts satisfactory, please arrange for clearance and release.

STATINTL

STATINTL

STATINTL

Edward R. Saunders
Chief, Finance Division

*See Adm. Orders
for final drafts which
were published 17 Dec. 46.*

draft done

maternity leave

TOP SECRET . SECRET . CONFIDENTIAL . RESTRICTED . UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

STATINTL

Admin Order
12 Dec. 46

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION		<i>W. M.</i>	12/13/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
 ___ ACTION ___ RETURN ___ COMMENT
 ___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
 ___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS: The attached proposed Admin. Order on Group Hospitalization is forwarded for your approval of publication.

OK *JAD* *Return to Exec PA*
 TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

1370-1 [Redacted]

CENTRAL INTELLIGENCE GROUP

STATINTL

STATINTL

C.I.G. ADMINISTRATIVE ORDER [Redacted]

GROUP HOSPITALIZATION

STATINTL

Reference: CIG Administrative Order [Redacted]

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.
2. [Redacted] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [Redacted]

STATINTL

STATINTL

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[Redacted]
Colonel, AGD
Executive for Personnel and Administration

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 12 December 1946

STATINTL

FROM : [REDACTED] Advisor for Management, ICAPS

SUBJECT: Proposed CIG Administrative Order on Group Hospitalization

Recommend rewording the attached draft of Administrative Order as indicated below:

1. The CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, P & A Branch, is activated effective this date.
2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

STATINTL

STATINTL

STATINTL

[REDACTED]
Colonel, AGD

1 Incl.
Draft of Adm. Order

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	2		
ADVISORY COUNCIL			
X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION		WSP	12/10/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

STATINTL

___ APPROVAL ___ INFORMATION ___ DIRECT REPLY
___ ACTION ___ RETURN ___ COMMENT
___ RECOMMENDATION ___ PREPARATION OF REPLY ___ FILE
___ SIGNATURE ___ CONCURRENCE ___ DISPATCH

REMARKS: The attached proposed Admin. Order on Group Hospitalization is forwarded for your comments or approval.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP : VI Received

STATINTL


2000-7
(2000)

STATINTL

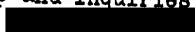
2000-7
(2000)

STATINTL

1. Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

2.  Room 114, North Building, Extension 680, is appointed Group Treasurer.

STATINTL

3. All payments on contracts, applications for membership and inquiries relative to Group Hospitalization should be made with 

✓
to

STATINTL

5 Dec 46
(date)

5 Dec. 46
(date)

Chief, Procedures Unit,
Budget Section

1. Agreement to an agreement with Group Classification, Inc., announcement in memo of the activation, within the following information section, personnel division, of the GIC group classification unit, effective immediately.

STATINTL

at 050 Houston, 24111 North 111 Street, Houston, Texas 77058, U.S.A.

STATINTL

5. All payments on contracts, including those for membership and insurance, should be made with the following:

CENTRAL INTELLIGENCE GROUP

CIG ADMINISTRATIVE ORDER NO....

GROUP HOSPITALIZATION

STATINTL

Reference: CIG Administrative Order [REDACTED]

STATINTL

1. Pursuant to an agreement with Group Hospitalization, Inc., announcement is made of the activation, within the Employee Relations Section, Personnel Division, of the CIG Group Hospitalization Unit, effective immediately.

STATINTL

2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. All payments on contracts, applications for membership and inquiries relative to Group Hospitalization should be made with [REDACTED]

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

FROM		TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION			
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION			
	CHIEF, PERSONNEL DIVISION			
	CHIEF, FINANCE DIVISION			
	CHIEF, SERVICES DIVISION			
	CHIEF, SECURITY DIVISION			
	CHIEF, PROJECTS SUPPORT DIVISION			
	CHIEF, COMMUNICATIONS DIVISION			
	CENTRAL RECORDS	X		

____ APPROVAL ____ INFORMATION ____ DIRECT REPLY
____ ACTION ____ RETURN ____ COMMENT
____ RECOMMENDATION ____ PREPARATION OF REPLY + FILE
____ SIGNATURE ____ CONCURRENCE ____ DISPATCH

REMARKS:

STATINTL

Adm. Order

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED
 (Sender will circle classification Top and Bottom)

STATINTL

CENTRAL INTELLIGENCE GROUP
 INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)



FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
✓ EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR		<i>JS</i>	12/16
ADVISORY COUNCIL			
EXECUTIVE FOR PERSONNEL & ADMINISTRATION	✓		
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

STATINTL

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ DISPATCH

REMARKS:

Col
approval OK

revisions

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
(Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR	X		
ADVISORY COUNCIL			
X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION		WDP	12/13/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

☒ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☒ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☐ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS: The attached is forwarded to you for approval for issuance
as [REDACTED] has suggested in his memo of 12 Dec. 1946.

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

Office Memorandum • UNITED STATES GOVERNMENT

STATINTL TO : Executive for Personnel and Administration DATE: 12 December 1946
FROM : [REDACTED] Advisor for Management, ICAPS
SUBJECT: Proposed CIG Administrative Order on Maternity Leave

STATINTL

Recommend rewording the attached draft of Administrative Order as indicated below: [REDACTED] *Maternity Leave*

1. Under authority of regulations relating to annual and sick leave of government employees (as amended June 26, 1946; 11 F. R. 7257), applications for maternity leave may be approved by the Chief, Personnel Division, P & A Branch, under the following circumstances:
 - a. Written application will be submitted, accompanied by a doctor's certificate on Standard Form 71.
 - b. Normally maternity leave will not exceed six months, including--
 - (1) Accumulated sick leave
 - (2) Accumulated annual leave
 - (3) "Leave without pay status" for any balance of the six months' period after accumulated sick and annual leave have been used up.
2. Upon receipt of written advice from the attending physician certifying to the absolute necessity therefor, the Chief, Personnel Division, P & A Branch, may approve extension of an additional six months' period of maternity leave in a "leave without pay status".))

STATINTL

[REDACTED]
Colonel, AGD

- 1 Incl.
Draft of Adm. Order

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SECRET

CONFIDENTIAL

RESTRICTED

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(Sender will circle classification Top and Bottom)

CENTRAL INTELLIGENCE GROUP
INTER-OFFICE ROUTING SLIP
 (Revised 10 Sept 1946)

FROM	TO	INITIALS	DATE
DIRECTOR OF CENTRAL INTELLIGENCE			
EXECUTIVE TO THE DIRECTOR			
SECRETARY TO THE DIRECTOR			
EXECUTIVE OFFICE: ASST. EXECUTIVE DIRECTOR			
ADVISORY COUNCIL			
X Deputy EXECUTIVE FOR PERSONNEL & ADMINISTRATION		WDP	12/10/46
CENTRAL RECORDS			
SECRETARY, NIA			
CHIEF, INTERDEPARTMENTAL STAFF			
ASST. DIRECTOR, SPECIAL OPERATIONS			
ASST. DIRECTOR, RESEARCH & EVALUATION			
ASST. DIRECTOR, COLLECTION & DISSEMINATION			
CHIEF, SECURITY BRANCH			

STATINTL

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> DIRECT REPLY
<input type="checkbox"/> ACTION	<input type="checkbox"/> RETURN	<input type="checkbox"/> COMMENT
<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> FILE
<input type="checkbox"/> SIGNATURE	<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> DISPATCH

REMARKS: The attached proposed Admin. Order on Maternity Leave is forwarded for your comments or approval.

TOP SECRET

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UNCLASSIFIED

December 1946

CENTRAL INTELLIGENCE GROUPCIG ADMINISTRATIVE ORDER NO....MATERNITY LEAVE

1. Pursuant to authority contained in the Federal Personnel Manual entitled "Regulations Relating to Annual and Sick Leave of Government Employees" (as amended June 26, 1946; 11 F. R. 7257) the regulations outlined below will be followed in granting maternity leave to employees of the CIG.
2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
 - a. The employee will first utilize all accumulated sick leave.
 - b. The employee will next utilize all accumulated annual leave.
 - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". The ^{APPLICATION FOR} additional leave will be ~~granted~~ only in cases where the attending physician certifies to the absolute necessity therefor.

CONFIDENTIAL
and redacted

STATINTL

REVIEWED BY:

[Redacted Signature]

STATINTL

Chief, Fiscal Section

11/5/46
(date)

STATINTL

Division, [Redacted]

"Special [Redacted]"

and [Redacted]

Chief, Personnel Division

12/5/46
(date)

Division, [Redacted]

"Special [Redacted]"

and [Redacted]

Chief, Procedures Unit, Budget Section

12/5/46
(date)

December 1946

CENTRAL INTELLIGENCE GROUPCIG ADMINISTRATIVE ORDER NO....MATERNITY LEAVE

1. Pursuant to authority contained in the Federal Personnel Manual entitled "Regulations Relating to Annual and Sick Leave of Government Employees" (as amended June 26, 1946; 11 F. R. 7257) the regulations outlined below will be followed in granting maternity leave to employees of the CIG.
2. Under normal circumstances, the maternity leave granted an employee will not exceed six months. Upon receipt of an application for leave and a doctor's certificate on Standard Form 71, the Chief, Personnel Division may allow maternity leave as follows:
 - a. The employee will first utilize all accumulated sick leave.
 - b. The employee will next utilize all accumulated annual leave
 - c. If the accumulated sick and annual leave of an employee is not sufficient to cover an absence from duty of six calendar months, the employee may be carried in a "Leave Without Pay Status" for the remainder of the six month period.
3. In cases where the exigencies of the situation so require, the Chief, Personnel Division, upon written advice from the attending physician, may approve an additional period of maternity leave, not to exceed six months, in a "Leave Without Pay Status". ~~The additional leave will be~~ ^{Application for} ~~only in cases where the attending physician certifies to the~~ ^{considered} absolute necessity therefor.

C O P Y

17 December 1946

STATINTL

CENTRAL INTELLIGENCE GROUP

STATINTL

C. I. G. ADMINISTRATIVE ORDER

GROUP HOSPITALIZATION

Reference: CIG Administrative Order

1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.
2. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

/s/

[REDACTED]
Colonel, AGD

Executive for Personnel and Administration